

JOB ANNOUNCEMENT
#2016-019, Posting Date July 18, 2016
LEGISLATIVE RECEPTIONIST, OFFICE OF LEGISLATIVE SUPPORT SERVICES

The Kentucky Legislative Research Commission, a non-partisan research unit for the Kentucky General Assembly, is accepting applications for the position of Legislative Receptionist.

Typical Duties: Under the supervision of the Assistant Director for Legislator Support Services, the receptionist is responsible for overseeing lobby operations on the legislative floors. The receptionist is required to coordinate appointments and visits to the private offices of members of the General Assembly.

Duties will include, but not be limited to: answer telephones and take messages as needed, contact legislative offices to determine if a visitor is welcome to enter the legislative suite, take messages from lobbyists and other visitors and relay to the appropriate office, contact Security if groups of visitors become too large or unruly, and schedule conference rooms.

Preferred Qualifications: High School diploma or GED. At least one year of working in a public or private office setting, answering phones, taking messages, and greeting the public.

Desired Attributes:

- Excellent communication skills, pleasant phone voice, and professional demeanor
- Ability to maintain strict rules of confidentiality and nonpartisanship
- Must have the ability to interact with members of the General Assembly, lobbyists, and members of the public who desire to meet with particular legislators
- Must have the ability to maintain composure when dealing with large numbers of guests at one time under intense pressure
- Must be willing to work long, unpredictable hours
- Must be prompt and reliable

The individual selected for this position must have a positive attitude, strong work ethic, attention to detail, and be public service oriented with the ability to maintain a good rapport with legislators, LRC staff, lobbyists, state employees, and the general public. The individual must have a strong attention to detail and be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days.

Application Deadline: The review of applications will begin immediately and the position will remain open until filled.

How to Apply: All persons meeting the qualifications and who are interested in this position are

encouraged to submit a cover letter and current resume. Please send a completed state application or resume via email to: LRCresumes@lrc.ky.gov and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Joy Kiser
Acting Assistant Director for Human Resources and Professional Development
Legislative Research Commission
700 Capitol Avenue, Capitol Room 64
Frankfort, Kentucky 40601

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